

**ARIZONA DEPARTMENT OF TRANSPORTATION
HUMAN RESOURCE DEVELOPMENT CENTER**

**TRAINING SCHEDULE
JULY-AUGUST 2008**

This training schedule has courses offered through ADOT/HRDC only.

To register or cancel for ADOT/HRDC classes: **email** your request to **your training coordinator**. If you do not have a training coordinator, email your training request to **HRDC Training**.

When cancellations are necessary, enrolled employees must notify HRDC no later than 3 business days before the scheduled training date to avoid a No Show.

Courses with a fee will be noted; otherwise there is no charge to your Org for the course.

Employees arriving 15 minutes late to class will have to re-schedule and individual will be annotated as a No Show.

Title II of the Americans with disability act may request a reasonable accommodation, such as a sign language interpreter, by contacting OED at 602.712.7613, press 1 as soon as you hear the recording. Requests should be made as early as possible to allow time to arrange the accommodation.

JULY 2008

DATE	OFFERED BY	COURSE CODE	COURSE NAME	TIME	FEE
7/9/08	ADOT/HRDC	MDT 1065	Procurement Fundamentals	8a.m.-12p.m.	NONE
7/16/08	ADOT/HRDC	GEN 1218	ADOT Travel Training	9a.m.-12p.m.	NONE
7/17/08	ADOT/HRDC	GEN 5120	New Employee Orientation	7:45a.m.-12p.m.	NONE

AUGUST 2008

DATE	OFFERED BY	COURSE CODE	COURSE NAME	TIME	FEE
8/13/08	ADOT/HRDC	GEN 1218	ADOT Travel Training	9a.m.-12p.m.	NONE